

St. Lawrence County
BOARD OF LEGISLATORS
48 Court Street, Court House
Canton, New York 13617-1169
(315) 379-2276
FAX (315) 379-2463

RUTH A. DOYLE
County Administrator

WILLIAM J. SHERIDAN
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. JOSEPH LIGHTFOOT, CHAIR
MONDAY, JUNE 14, 2021
***** BOARD ROOM AND LIVE VIA YOUTUBE*****
***** 5:30 P.M. *****

****PURSUANT TO THE STATE OF EMERGENCY EXECUTIVE ORDER 202.1 ARTICLE 7, SUSPENSION OF LAW
ALLOWING THE ATTENDANCE OF MEETINGS TELEPHONICALLY OR OTHER SIMILAR SERVICE****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – May 17**
- 3. COMMUNITY SERVICES – JAY ULRICH**
 - A. Authorizing the Chair to Sign Amended Contracts for Funding Received from NYS OASAS to St. Lawrence County as Pass Through Funding to Approved Agencies and Modifying the 2021 Budget for Community Services (Res)
 - B. Authorizing the Chair to Sign a Cooperative Agreement with the North Country Initiative (NCI) for Promise Practices Funds and Modifying the 2021 Budget for Community Services (Res)
 - C. Clinic Update (Info)
- 4. PUBLIC HEALTH – JOLENE MUNGER**
 - A. Authorizing the Chair to Sign a Facilities Rental Agreement with the Ogdensburg Free Academy for Use of the Football Field for an Opioid Overdose Awareness Community Event (Res)
 - B. Authorizing the Chair to Sign a Contract with Tony Hoffman for the Opioid Overdose Awareness Community Event (Res)
 - C. Authorizing the Chair to Sign Contracts with School Districts for Preschool Special Education Transportation Services (Res)
- 5. SOCIAL SERVICES – CINDY ACKERMAN**
 - A. Emergency Rental Assistance Program (Discussion)

6. VACANCY REVIEW COMMITTEE – RUTH DOYLE

- A. Summary
- B. Social Services
 - 1. Fill Caseworker, Position No. 815000024
 - 2. Fill Caseworker, Position No. 815000031
 - 3. Fill Senior Caseworker, Position No. 815100013
- C. Community Services
 - 1. Abolish Mental Health Counselor and Create and Fill Behavioral Health Clinician, Position No. 506500005
- D. Office for the Aging
 - 1. Fill Keyboard Specialist, Position No. 003100048

7. COMMITTEE REPORTS

- A. Board of Health (Acres)
- B. CDP Board of Directors (Sheridan)
- C. Community Services Board (Curran)
- D. Office for the Aging Advisory Board (Denesha)
- E. Youth Advisory Board (Terminelli)

8. OLD/NEW BUSINESS

9. EXECUTIVE SESSION

- A. Litigation
- B. Personnel
- C. Negotiations
- D. Appointments

10. ADJOURNMENT – If there is no further business.

July 12, 2021

Services Committee: 6-14-2021

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN AMENDED CONTRACTS FOR FUNDING RECEIVED FROM NYS OASAS TO ST. LAWRENCE COUNTY AS PASS THROUGH FUNDING TO APPROVED AGENCIES AND MODIFYING THE 2021 BUDGET FOR COMMUNITY SERVICES

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Community Services has received an amended NYS OASAS State Aid funding authorization for St. Lawrence County as pass through funding for community agencies that includes salary and fringe support adjustments, and

WHEREAS, this is one-hundred percent (100%) pass through funding for contract agencies,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign amended contracts for funding received from NYS OASAS to St. Lawrence County as pass through funding to approved agencies, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED the Treasurer is authorized to modify the 2021 Budget for Community Services, as follows:

INCREASE APPROPRIATIONS:

| | | |
|----------------|------------------------------|--------------|
| A2142304 46500 | A St. Joe's Rehab Center | \$1,221 |
| A2342504 46500 | A NCFH Canton Other Advances | 4,389 |
| A2442504 46500 | A SEACAP Other Advances | <u>7,993</u> |
| | | \$13,603 |

INCREASE REVENUE:

| | | |
|----------------|------------------------------------|--------------|
| A2134865 56000 | A SA St. Joe's Rehab Center | \$1,221 |
| A2334865 56000 | A SA NCFH Canton Alcohol Addiction | 4,389 |
| A2434865 56000 | A SA SEACAP Alcohol Addiction | <u>7,993</u> |
| | | \$13,603 |

July 12, 2021

Services Committee: 6-14-2021

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A COOPERATIVE AGREEMENT WITH THE NORTH COUNTRY INITIATIVE (NCI) FOR PROMISE PRACTICES FUNDS AND MODIFYING THE 2021 BUDGET FOR COMMUNITY SERVICES

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, North Country Initiative (NCI) is a partnership of hospitals, independent physicians, and community providers working together to reform the healthcare system in the Tug Hill Seaway Region, and

WHEREAS, St. Lawrence County Community Services Addictions and Mental Health Clinics are a qualified NCI Partner who are a member of the clinically integrated network within Jefferson, Lewis, and St. Lawrence Counties, and

WHEREAS, Community Services Addictions and Mental Health Clinics have proposed a project for incorporating virtual reality into the treatment process as part of the NCI DSRIP Promising Practice Fund, and

WHEREAS, Community Services has received one-time grant funding from NCI Promise Practices Funds in the amount of \$23,900, and these funds will be used for the purchase of three virtual reality units,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Cooperative Agreement with the North Country Initiative (NCI) for Promise Practices Funds, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for Community Services for funding, as follows:

INCREASE APPROPRIATIONS:

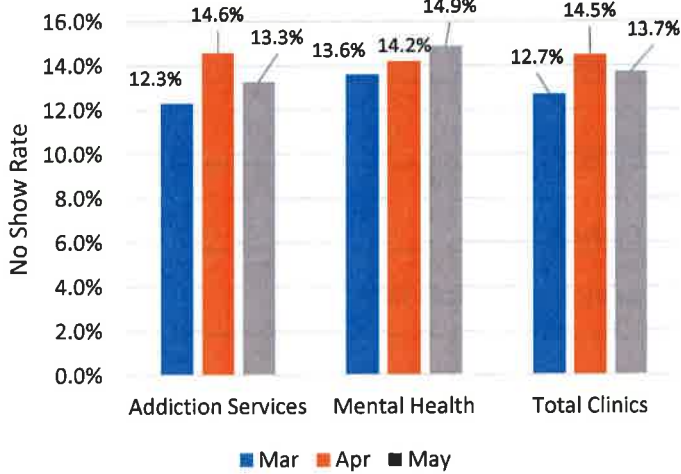
| | | |
|----------------|----------------------------|---------------|
| A1142504 41901 | APAAC Central Printing | \$250 |
| A1142504 43005 | A PAAC Advertising | 1,500 |
| A1142504 42800 | A PAAC Other Supplies | 150 |
| A1142502 22000 | A PAAC Technical Equipment | <u>22,000</u> |
| | | \$23,900 |

INCREASE REVENUE:

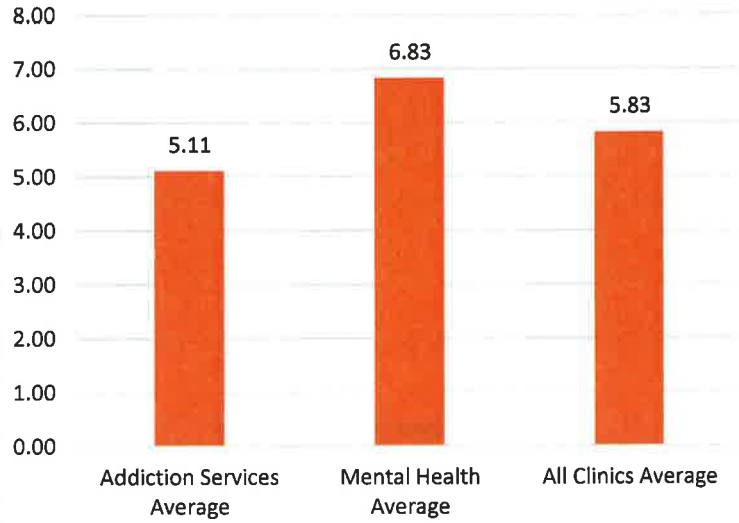
| | | |
|----------------|---------------------------------|----------|
| A1134865 56001 | A SA Canton Chemical Dependency | \$23,900 |
|----------------|---------------------------------|----------|

Community Services Update May 2021

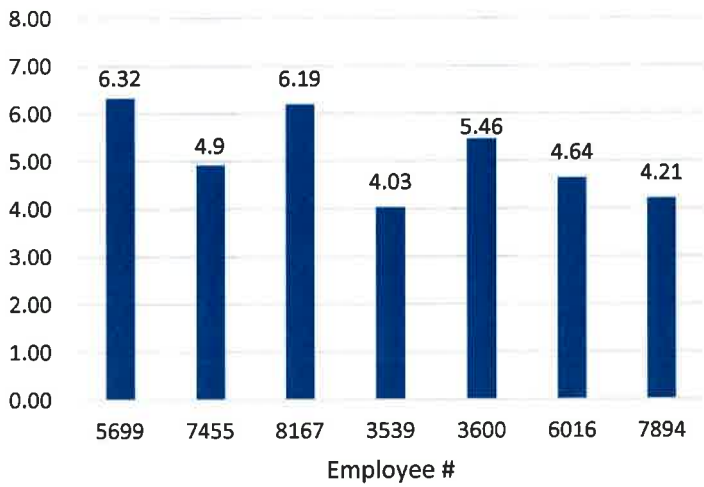
No Show Rates By Month (23.3% Before Call Reminders)



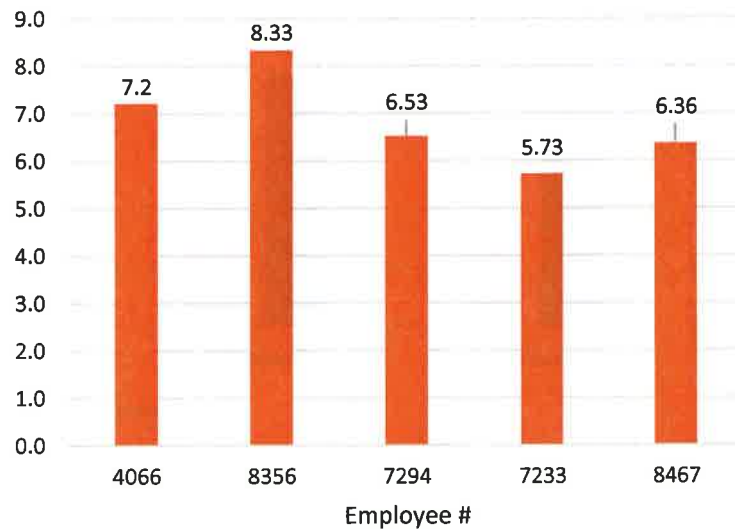
Clinic Counselor Visits Average



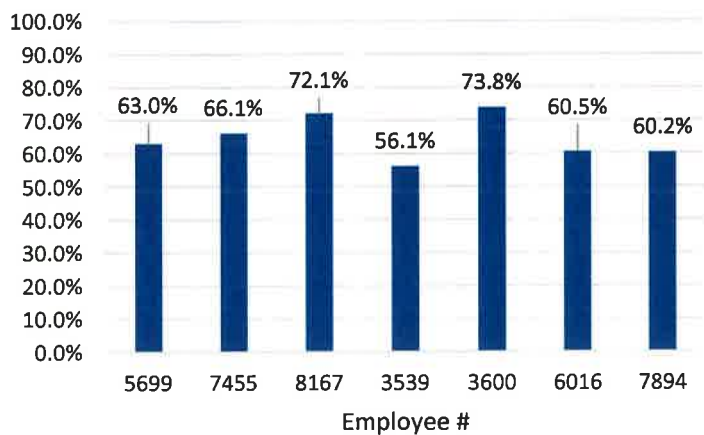
Addiction Services Visits Per Seven Hours



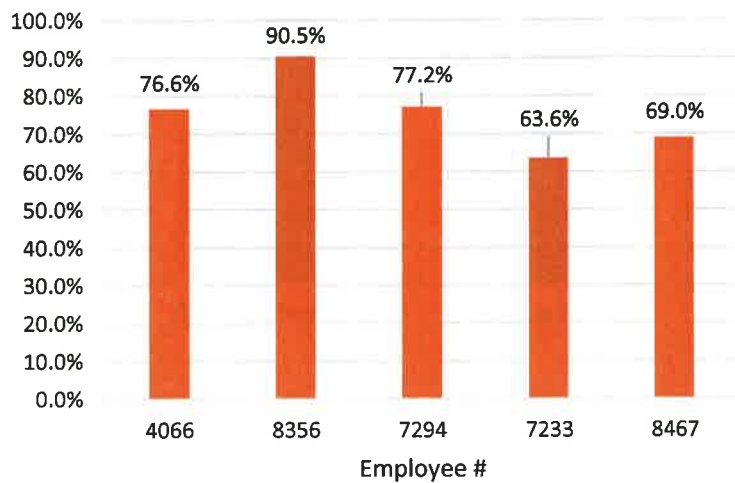
Mental Health Visits Per Seven Hours



Addiction Services Weighted Face to Face %

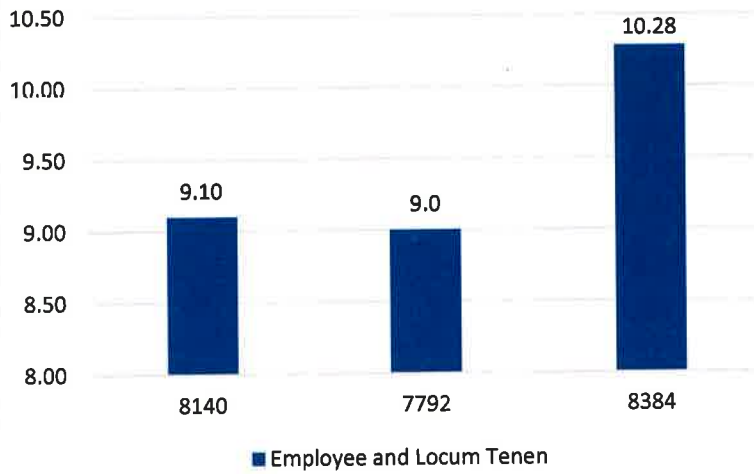


Mental Health Weighted Face to Face %



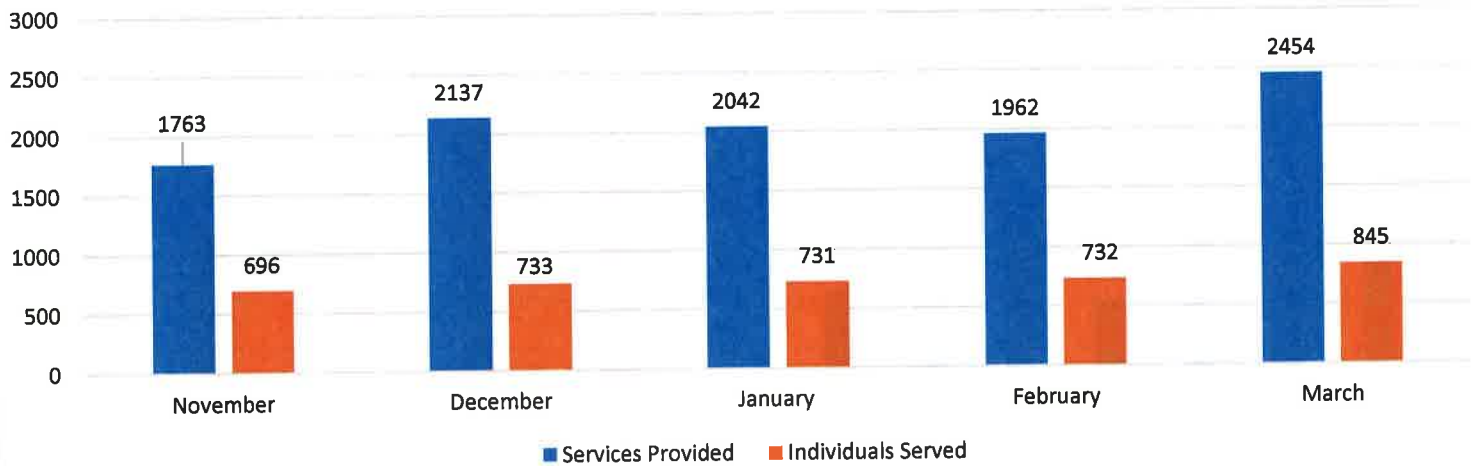
Note: Calculations no longer include "Group Attendees", now based off from number of groups, as of December 2019.

Prescriber Visits Per Seven Hours

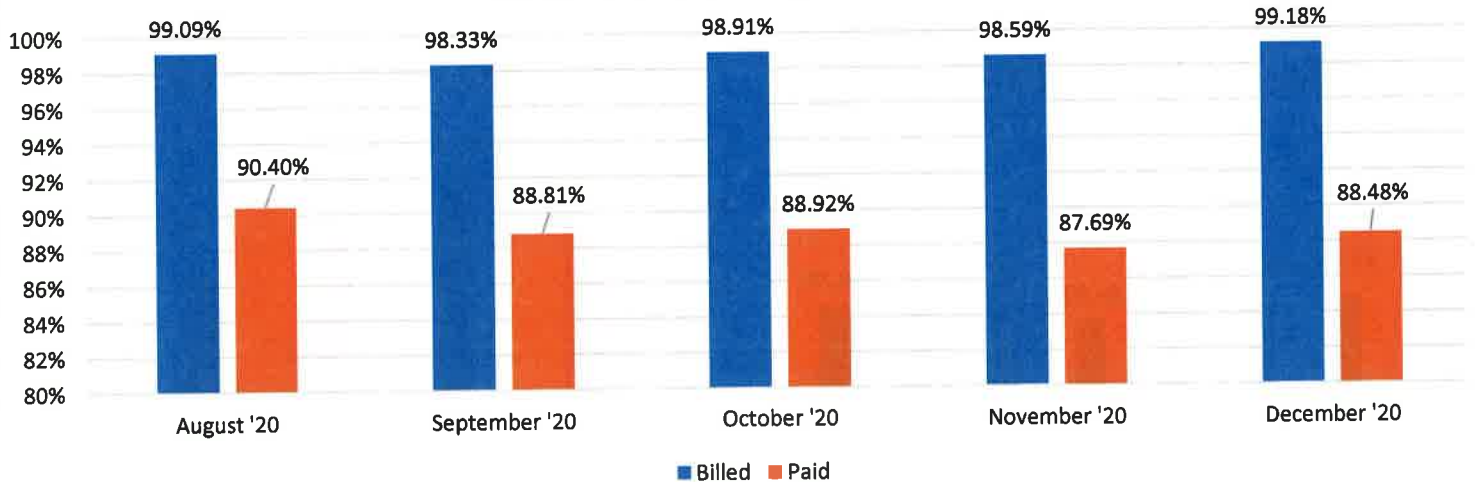


| Waiting Lists | Number |
|---------------------------------|-----------|
| Canton AS | 6 |
| Gouverneur AS | 0 |
| Massena AS | 5 |
| Ogdensburg AS | 0 |
| Addiction Services Total | 11 |
| Mental Health Total | 33 |

Services Provided - All Clinics



Billed/Paid Percentages - All Clinics



July 12, 2021

Services Committee: 6-14-2021

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A FACILITIES RENTAL AGREEMENT WITH THE OGDENSBURG FREE ACADEMY FOR USE OF THE FOOTBALL FIELD FOR AN OPIOID OVERDOSE AWARENESS COMMUNITY EVENT

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Public Health Department is responsible for the Opioid Epidemic Grant Funding as a part of the Emergency Preparedness Program, and

WHEREAS, the Public Health Department, in conjunction with the St. Lawrence County Partners 4 Substance Use Prevention Task Force, has scheduled an Opioid Overdose Awareness Community Event to be held on August 28th on the Ogdensburg Free Academy Ronald Johnson Turf Field/Steven Barlow Track, and

WHEREAS, costs associated with rental of the space and personnel needed for the day of the event will be \$700 (PPZ40104 43007 OP), and

WHEREAS, this event will include presentations on harm reduction, the Good Samaritan Law, along with education on the use of Narcan, and a dedication ceremony to honor those who have been lost to substance overdose,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Facilities Rental Agreement with Ogdensburg Free Academy for use of the Ronald Johnson Turf Field/Steven Barlow Track for an Opioid Overdose Awareness Community Event, upon approval of the County Attorney.

July 12, 2021

Services Committee: 6-14-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH TONY HOFFMAN FOR
THE OPIOID OVERDOSE AWARENESS COMMUNITY EVENT**

By Mr. Sheridan, Chair, Services Committee

WHEREAS, the Public Health Department is responsible for the Opioid Epidemic Grant Funding as a part of the Emergency Preparedness Program, and

WHEREAS, Public Health was awarded funding from the New York State Department of Health to address the opioid epidemic in the community, and

WHEREAS, the Public Health Department, in conjunction with the St. Lawrence County Partners 4 Substance Use Prevention Coalition, has scheduled an Opioid Overdose Awareness Community Event to be held on August 28th on the Ogdensburg Free Academy football field, and

WHEREAS, Tony Hoffman will be the Keynote Speaker for the Event, sharing his personal path to recovery, information on the Good Samaritan Law and harm reduction, and education and training on the use of Narcan for a fee of \$6,000 (PPZ40104 43007 OP),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Tony Hoffman for the Opioid Overdose Awareness Community Event, upon approval of the County Attorney.

July 12, 2021

Services Committee: 6-14-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH SCHOOL DISTRICTS
FOR PRESCHOOL SPECIAL EDUCATION TRANSPORTATION SERVICES**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Public Health Department is mandated by the New York State Education Department to provide transportation to students receiving center based services in the Preschool Special Education Program (PK040504 44401), and

WHEREAS, the County has had one dedicated contractor providing this service for the past five (5) years, but a need has been identified to augment the services, and

WHEREAS, in the absence of an alternate provider to assist with services, the County would like to partner with the local school districts for transportation services, and

WHEREAS, certain school districts may have the equipment and personnel to provide transportation services for children in the Preschool Special Education Program, and

WHEREAS, the Public Health Department and the school districts would like to formalize and standardize a practice through the establishment of a contractual arrangement, and

WHEREAS, as a part of the contractual arrangements, the Public Health Department will provide for the reimbursement to the school districts for the cost of the contracted transportation services,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts with school districts for Preschool Special Education transportation services, upon approval of the County Attorney.

VACANCY REVIEW SUMMARY

County Administrator's Office – Via Zoom

June 8, 2021

3:00 P.M.

Summary: January 5th – June 8th

Requests: 92
Approved: 71
Denied: 0
Request/Hold: 11
Withdrawn: 2

Summary: June 8th

Requests: 9
Approved: 9
Denied: 0
Request/Hold: 0
Withdrawn: 0

Positions reviewed:

County Clerk:

Request: 2

Request: Fill, Motor Vehicle Clerk
Position No. 009100018, Immediately

Recommendation: Fill, Immediately

Request: Fill, Motor Vehicle Clerk
Position No. 009100007, Immediately

Recommendation: Fill, Immediately

Office for the Aging:

Request: 1

Request: Fill, Keyboard Specialist
Position No. 003100048, Immediately

Recommendation: Fill, Immediately

Treasurer's Office:

Request: 1

Request: Fill, Principal Account Clerk
Position No. 100300006, Immediately

Recommendation: Fill, Immediately

Information Technology:

Request: 1

Request: Fill, Computer Technician
Position No. 202700001, 30 Days

Recommendation: Fill, Immediately

Social Services:

Request: 3

Request: Fill, Caseworker – Unit/Children’s Services
Position No. 815000024, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker – Unit/Children’s Services
Position No. 815000031, Immediately

Recommendation: Fill, Immediately

Request: Fill, Senior Caseworker – Unit/Children’s Services
Position No. 815100013, Immediately

Recommendation: Fill, Immediately

Community Services:

Request: 1

Request: Abolish Mental Health Counselor, Create and Fill, Behavioral Health Clinician
Position No. 506500005, Immediately

Recommendation: Fill, Immediately

Vacancy Committee Members: Two (2) Legislators, Ruth Doyle, Dylan Soper, Jonnie Dorothy

- 1.5 Larry Denesha and Margaret Haggard
- 2.2 John Burke and Rita Curran
- 3.2 Rita Curran and Day Fay
- 4.6 Dave Forsythe
- 5.4 Kevin Acres and Suzanne Fiacco
- 6.8 Rick Perkins and Joe Lightfoot

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Caseworker

Subunit (If Applicable): Children's Services

Date Submitted: 06/01/2021

Reason Vacated: Promotion

Position Number: 815000024

Date Vacated: 05/14/21

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 10/24/2016

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$50,782

Revenue Generating: No 0 %

Benefits: Yes \$24,452

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$47,108

Budget Mod Attached, If Required?

Grade: 24

Net County Cost: \$21,291

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

This Caseworker is assigned to work primarily with children and families identified by Child Protective Services as needing immediate and ongoing services to prevent neglect, abuse or maltreatment from reoccurring or placement of the children outside of the home. This caseworker also primarily works with youth identified through the St. Lawrence County Probation Department as youth who are Persons in Need of Supervision (PINS) or Juvenile Delinquents. This position provides foster care and preventive services to children and their families to prevent out-of-home placements, reduce the risk of PINS and criminal behaviors in the home, school, and community; is responsible for case management services and works intensively with high risk families continually assessing whether children are safe to remain in the home; ensures State mandated contacts are made; assesses risk and safety within family homes; links children and families to community services; monitors compliance with those services; and makes sure court requirements are completed. If this Caseworker position were not filled children would be at increased risk of imminent harm, and at increased risk for school and community behaviors. This worker meets regularly with collaborative agencies and the Office of Children and Family Services (OCFS) staff in order to track the progress of youth in the custody of OCFS. This worker specializes in Independent Living skills education, LGBTQ, adolescent behaviors and needs, which is increasingly critical as a result of COVID-related issues, such as increased depression in youth, decreased school attendance, and increased criminal or dangerous behaviors. The average caseload size for each foster care or preventive caseworker exceeds the OCFS recommendation of 12 foster care youth/worker. The worker maintained an average caseload of 18-20 cases with 10-15 probation intakes at any given time. A lack of sufficiently trained Caseworkers can create situations where Caseworkers are forced to prioritize which children they will see and make insufficient contacts with families within the timeline that the State requires. The likelihood of serious injuries and fatalities are dramatically increased when caseloads exceed the State's recommendation. This position is essential to meet the mandatory requirements under OCFS as well as state and federal legislation, including the Family First Prevention Act.

Department Head: *Cynthia M. Johnson*

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Caseworker

Subunit (If Applicable): Children's Services

Date Submitted: 06/01/2021

Reason Vacated: Resignation

Position Number: 815000031

Date Vacated: 6/25/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 11/30/2019

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$51,787

Revenue Generating: No 0 %

Benefits: Yes \$24,935

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$47,108

Budget Mod Attached, If Required?

Grade: 24

Net County Cost: \$21,712

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

This Caseworker is assigned to work primarily with foster/adoptive families to ensure youth placed into the Department's custody is placed in the least restrictive setting. Home finders certify, train, educate and provide on-going support and monitoring of certified foster families. Home finders must comply with OCFS regulations in certification and training processes to meet the mandatory requirements for reimbursements. Home finders are responsible for recruitment of new foster parents and ongoing recruitment efforts to meet the needs of the number of youth in care to best meet the need of continuity of community and a least restrictive setting. Home finders are critical in meeting the federal regulations and state mandates of 50% family-based placements by September 2021. If this position is not filled, certification and training for relative care providers will not be possible and the County will suffer fiscal sanctions. Home finders also complete Interstate Compact for the Placement of Children regulatory home study requirements; home studies for adoptions that move youth to permanency and requests for familial home studies that are provided to the court.

Department Head: *Carolyn M. Williams*

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Senior Caseworker

Subunit (If Applicable): Children's Services

Date Submitted: 06/01/2021

Reason Vacated: Promotion

Position Number: 815100013

Date Vacated: 05/14/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 04/06/2020

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$60,800

Revenue Generating: No 0 %

Benefits: Yes \$29,275

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$50,782

Budget Mod Attached, If Required?

Grade: 26

Net County Cost: \$25,491

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

The person in this position will provide oversight and support to the adoption and kinship navigator staff. This unit will be comprised of one Senior Caseworker, two-three adoption caseworkers, and one-two kinship navigators. This Senior Caseworker will carry a caseload of adoption cases, help to educate/train new adoption staff on the OCFS regulatory requirements for youth freed for adoption. The person in this position will work collaboratively with the home finding unit for home studies and kinship placements, and the kinship navigator to identify relatives and gather pertinent family background information, and oversee family team meetings. This person will oversee documentation to ensure quality and timeliness including adoption audits, as well as ensure best practices for youth freed for adoption. This person will address issues when they arise, facilitate face to face meetings with families and foster parents when needed, advise administration and implement strategies to utilize the newly created kinship navigator position most effectively, implement a family team meeting model to ensure families receive educative and supportive engagement, and provide supervisory expertise to a variety of para-professional child welfare staff that require a dedicated supervisor. This person will correspond with the legal office regarding all adoption-related legal activities. This person will ensure the kinship navigator fulfills the requirements of the Family First legislation to ensure the Department identifies kinship/relative homes for youth in care.

Department Head: *Corinda M. Williams*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Community Services



Type: Abolish & Create

Behavioral Health Clinician

Subunit (If Applicable): Mental Health

Date Submitted: June 3, 2021

Reason Vacated: Resignation

Position Number: 506500005 or 512400016

Date Vacated: 6/16/2021

Position # Abolished: 506500005

Position Will Be: Fulltime

Last Fill Date: 02/24/2020

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$66,019

Revenue Generating: Yes 100 %

Benefits: Yes \$31,788

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$59,554

Budget Mod Attached, If Required?

Grade: 30

Net County Cost: \$0

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

The filling of direct service and revenue generating positions within both the Chemical Dependency and Mental Health Clinics is paramount to the viability of this department and to the care of its current and future clients. The average number of individuals on the caseload of existing Mental Health Counselors is 80 to 100. Due to the size of the current caseloads and having a wait list of 30, an immediate create and fill is being requested.

The needs of this Department can best be met by abolishing position number 506500005/512400016, Mental Health Counselor, and creating a Behavioral Health Clinician position, which can be filled by either a Mental Health Counselor (506500005) or a Licensed Social Worker (512400016).

K.K.S.

Department Head: *[Signature]*

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Office for the Aging



Type: Fill

Keyboard Specialist

Subunit (If Applicable):

Date Submitted: 5/27/2021

Reason Vacated: Other

Position Number: 003100048

Date Vacated: 12/30/2020

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 7/4/2008

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$40,580

Revenue Generating: No 0 %

Benefits: Yes \$19,539

Reimbursed by State or Federal Funds: Yes 90 %

Base Salary: \$34,371

Budget Mod Attached, If Required?

Grade: 15

Net County Cost: \$6,012

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

This position exists within our 2021 budget and is vacant, sadly, due to a staff member passing away. The Keyboard Specialist assists with our front office management - answering phones, directing callers, assisting callers with information, and greeting visitors to the office suite. Now that the County will be reopening to visitors on 6/1 - it is critical to fill this position as soon as possible as I anticipate a large influx of clients coming to the office. This position also assists with clerical tasks for the Nutrition Program and makes weekly Telephone Reassurance calls to over 60 high risk clients.

Department Head:

Andrea Montgomery

Approved?

Yes No

County Administrator:

Resolution #: